

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

SCHOOL LUNCH MANAGER - #67-946

DATE OF EXAMINATION
OCTOBER 30, 2004

*Examination Fee –\$7.50

LAST FILING DATE
SEPTEMBER 22, 2004

SALARY: Varies within each school district.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in school systems in Schoharie County.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor’s degree relating to culinary or restaurant management, or a closely related field; or
 - B. Graduation from high school or possession of a high school equivalency diploma and four years experience in culinary or restaurant management involving large quantity food service; or
 - C. Six years of experience in culinary or restaurant management involving large quantity food service; or
 - D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).
- The education requirements must be satisfied before the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing a school lunch program in a large school district or several small schools serving from 500 to 2,000 meals daily including Type A and ala carte meals. Work is performed under the general direction of a School Business Manager. General supervision is exercised over the work of one or more Cook Managers and other school lunch program personnel. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Food handling and storage;
- 2. Proper food preparation and serving techniques;
- 3. Food service management principles and practices;
- 4. Basic nutrition and dietetics;
- 5. Office record keeping; and
- 6. Supervision and training.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Application and exam announcements are available on our web site at www.schohariecounty-ny.gov.

ISSUE DATE: AUGUST 06, 2004 SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.